

[Your Name]  
[Your Current Title/Position]  
[Your Law Firm/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Managing Partner/Executive Committee]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Letter of Intent regarding Partnership in the Litigation Department**

Dear [Recipient Name],

I am writing to formally express my interest in joining the partnership within the Litigation Department at [Law Firm Name]. Having closely observed the firm's reputation for excellence in advocacy and its strategic growth, I am eager to contribute my legal expertise and book of business to your esteemed team.

Currently, as [Current Title] at [Current Firm], I have specialized in [Specific Areas of Litigation, e.g., Commercial, Personal Injury, Intellectual Property]. My practice has consistently delivered high-value results for clients, and I have successfully managed a diverse portfolio of cases from inception through trial and appeal.

My intent in seeking this partnership is based on the following contributions I aim to bring to [Law Firm Name]:

- **Proven Track Record:** Extensive experience in courtroom advocacy, depositions, and complex settlement negotiations.
- **Business Development:** A portable book of business valued at approximately [Dollar Amount] annually, with strong ties to clients in the [Industry Name] sectors.
- **Leadership:** A commitment to mentoring junior associates and enhancing the collaborative culture of the litigation group.
- **Strategic Vision:** A desire to expand the firm's footprint in [Specific Legal Market or Region].

I am confident that my professional background and client base align with the long-term strategic goals of [Law Firm Name]. I look forward to the opportunity to discuss how my transition into the partnership can benefit the firm's litigation practice and its clients.

Thank you for your time and consideration of this proposal. I am available at your convenience for a formal meeting.

Sincerely,

[Signature]

[Your Printed Name]